

**Commonwealth of Virginia
Database Index Reporting Form**

1. Public Body Name & Code: Department of Game and Inland Fisheries - 0403

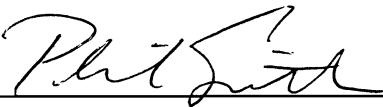
2. Database Title: Time Accounting

3. Acronym: TA

4. Point of Contact: GRAHAM, KATHLEEN

5. Phone Number: (804) 367-0272

6. Signature:



Date:

6-12-2008

7. Database Description and Contents:

Time Accounting stores data on activities, hours, expenses, and equipment used by all agency personnel. Transmission of data to the start of the back end, TA-Prep, occurs on a regular basis. Specifics of data entry and reports chosen are tracked for Wage vs. Salaried personnel, and sworn officer vs. civilian. Network vs. stand-alone usage is handled automatically as well.

Note: The database contains data fields to which public access may be restricted. Specific information relating to data fields, record/table layouts, and known restrictions to public access is maintained by the department. Please contact the point of contact noted in Item 4, or Kathy Graham, DGIF IT Service Manager of Administration Services at (804) 367-0272, for further information. Please refer to Frequency of Update if Date of Last Update is blank. See Database Description and Contents above for more information.

8. Date of Last Update:

9. Frequency of Update: Monthly

10. Formats Available and Schedule of Fees:

Formats Available : CSV is the format most commonly requested and provided. Any other formats that DGIF uses in the regular course of business also available on request.

Schedule of Fees : For all databases the cost to the requester is the actual cost incurred by the agency in searching for, duplicating, or supplying the database, as allowed for in Section 2.2-3704 (F) of the Code of Virginia (the Virginia Freedom of Information Act), or a lesser amount as determined by DGIF. Related tables (e.g. code tables) are included at no extra charge.

The formats for queries against geographic and land map images vary, and the costs for such map images of areas greater than 50 acres vary as allowed for in Section 2.2-3704 (F). Contact database owner for more information.